

**HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**  
**REGULAR MEETING MINUTES**  
Housing Authority Office  
July 14, 2010  
8:00 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice President; Mr. Eddy; Secretary and Treasurer; Ms Hall, Assistant Treasurer; Ms Christison-Lagay Commissioner was excused; and Ms Fields, Executive Director.

The meeting was called to order at 8:15 a.m. by the Chairperson.

**MINUTES**

The Chairperson declared the acceptance of the minutes of the June 17, 2010 Regular Meeting without objection.

**COMMENTS FROM THE PUBLIC**

Lucien Bergeron requested to attend the meeting to comment on displaying the United States flag at the Housing Authority. He did not attend the meeting.

**COMMUNICATIONS**

Maria Capriola, Assistant to the Town Manager, provided the new rates for health, dental and disability effective July 1, 2010. There is a rate increase of around five percent. This includes a new two percent administrative fee being charged by the Town.

Ms Fields and staff participated in a conference call with Marie Kerl with the HUD Shortfall Prevention Team and other HUD personnel. Ms Fields emailed background information to all participants prior to call to provide some context to the Housing Authority's Section 8 financial situation. Ms Kerl personally made calls to the four housing authorities that have not absorbed vouchers from the Mansfield Housing Authority. She was successful in getting Bridgeport and East Hartford to absorb vouchers immediately, Newington to commit to absorb "when funding permits," and Glastonbury does not expect to have the financial ability to absorb this calendar year. After reviewing all the numbers, HUD concluded that the Mansfield Housing Authority, while significantly over budget, has the funds to cover costs this year and will not have a shortfall of funds. Ms Kerl also spoke about the possibility of receiving additional vouchers and funds to support non-elderly disabled families with disabilities. She suggested we consider applying for some of those funds next year.

**REPORTS OF THE DIRECTOR**

**Bills**

A motion was made by Ms Hall and seconded by Mr. Simonsen to accept the June 2010 Bills. Motion approved unanimously.

### **Financial Reports –A (General)**

A motion was made by Mr. Eddy and seconded by Mr. Simonsen to accept the May 2010 Financial Reports. Motion approved unanimously.

### **Financial Report-B (Section 8 Statistical Report)**

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to accept the June 2010 Section 8 Statistical Report. Motion approved unanimously.

## **REPORT FROM TENANT REPRESENTATIVE**

### **Resident Advisory Committee**

Mr. Eddy and Mr. Simonsen met and discussed questions that might be included in the survey. Mr. Simonsen will draft questions over the next two weeks and email the draft to Board Members for comment.

## **COMMITTEE REPORTS**

### **Finance Committee**

The Finance Committee will meet on July 22<sup>nd</sup> to discuss budgets for the upcoming year.

## **UNFINISHED BUSINESS**

### **Water Bills**

The water bills were paid in full after the additional backup information was provided by the Town of Mansfield, Finance Department. The Housing Authority is in agreement with the invoices.

### **Solar Panel Payment**

On June 9, 2010, and again on July 7, 2010 Ms Fields emailed Orrie Vardar, Asset Manager, at CHFA requesting that Wright's Village and Holinko Estates be granted permission to use its state service fee to fund the solar panel project. Mr. Vardar responded that we would be able to use the state service fee for this project. The materials for the project have been delivered and the second payment has been made.

### **New Money Market Account**

In connection with the previously approved transfer of funds at the June Regular Meeting, the approved Liberty Bank Resolution follows these minutes.

### **ARRA/DECD Weatherization Program**

The project manager at DSS is Erin Clark. Ms Fields is still waiting for Ms Clark to provide information on the next steps.

### **Eviction – 4B**

A Hearing was provided pursuant to the lease in which the Hearing Office upheld the eviction process. A Department of Child and Family Services spoke with Ms Fields and stated the grandparents of the tenant are happy to provide a home for the tenant and her child. The tenant has not moved out and the eviction process is continuing.

## **NEW BUSINESS**

### **Student Project**

Mr. Simonsen asked if there was any interest in working with graduate students in the Department of Public Policy at UCONN on a Capstone project.

One suggestion was to identify how Housing Authorities set rents to enable them to fund capital projects without relying on grants that may not be available when capital projects need to be completed.

**Method for Responding to Comments from the Public**

Mr. Simonsen suggested that we have a consistent method in which we respond to the "Comments from the Public" portion of the meeting. Comments that are received in a written form will be read to the Board. Comments that are given verbally, in person, will follow the Public Participation at Regular Meetings of the Board of Commissioners Policy. All comments will be then be placed under the "Other Business" on the Agenda. They will be addressed as time permits or carried over to the next meeting. No formal discussion will be held on either written or verbal communications received during the "Comments from the Public" section of the Agenda.

**New Maintenance Vehicle**

Mr. Eddy suggested that we consider the purchase of a new truck prior to winter. The current truck is ten years old. Ms. Fields will gather some information to be presented at the next meeting.

**OTHER BUSINESS**

None

**ADJOURNMENT**

The Chairperson declared the meeting adjourned at 10:15 a.m.

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Dexter Eddy, Secretary

**Approved:**

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Richard Long, Chairperson